

NAVSTANORVA INSTRUCTION 1070.1

Subj: SERVICE RECORD ACCESS AND ACCOUNTABILITY

Ref: (a) PSDNSNORVAINST 1070.1J

Encl: (1) Sample Service Record Access
(2) Sample Service Record Check-out List
(3) Copy of Service Record Overdue Listing

1. Purpose. To outline procedures for maintaining Service Record accountability per reference (a).

2. Background. The Administrative Officer (AO), Naval Station Norfolk is responsible for the administration, maintenance and custody of Service Records for this command.

3. Policy. To guard against unauthorized access to, or loss of, Service Records, only individuals with authorized written access are permitted to remove service records from Naval Station Personnel Support Activity Detachment (PSD) premises.

a. Access by member. Personnel may review their own Service Record at PSD during normal hours of operation 0800-1600 Monday thru Friday by presenting their military I.D. card to the Service Record Vault. Members are not allowed to remove his or her service record from the premises of the Service Record Vault unless authorized to do so in writing by the Commanding Officer.

b. Access listing. To ensure only authorized individuals check Service Records in and out, enclosure (1) will be forwarded to PSD 31 March and 30 September annually and/or as changes occur (i.e., transfers, receipts, etc). Service Record Access will be limited to Admin personnel, Drug and Alcohol Prevention Advisor (DAPA), and Command Career Counselor (CCC).

c. Checkout Procedures

(1) Departments requiring Service Record(s) to be checked out should provide Admin with enclosure (2). Departmental pick up will be accounted for by signature of recipient of records.

(2) Service Records are to be returned to Admin within **four working days** of the date checked out. If service records are required for reasons (i.e. legal, Family Service Center, TAD, etc) to exceed four working days a letter signed by the department head with a list of name(s), estimated date of return, and reason for longer retention shall be forwarded with records request. Enclosure (3) will be prepared weekly to notify departments of Service Records checked out in excess of four working days. Departments having records in excess of four working days will **not** be allowed to check out additional records until the excess records are returned.

(3) To maintain accountability of records returned to Admin each department will maintain a logbook of returned records with signature of recipient for accountability purposes.

5. Responsibility. The AO will review this instruction annually and update as required.

G. L. BECKER

Distribution: (NAVSTANORVAINST 5215.3N)
List I

NAVSTANORVAINST 1070.1
N1

From: Commanding Officer, Naval Station Norfolk
To: Officer in Charge, Personnel Support Activity Detachment,
Naval Station, Norfolk, ATTN: Service Record Vault
Division

Subj: AUTHORIZATION TO CHECK OUT SERVICE RECORDS

1. The below listed personnel are authorized to check out
service records for Naval Station Norfolk, UIC 62688.

<u>RATE/NAME</u>	<u>SSN</u>	<u>TELEPHONE NO.</u>	<u>SIGNATURE</u>
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2. The personnel listed above have read the Service Record
Access and Accountability Instruction 1070.1J and understand the
rules and regulations.

3. My point of contact is _____ and can be
reached at _____.

4. Listed below are personnel removed from the Access List.

SIGNATURE

Enclosure (1)

NAVSTANORVAINST 1070.1
N1

From: _____ Department, Naval Station Norfolk
To: Admin Department, Naval Station Norfolk

Subj: LIST OF SERVICE RECORDS TO BE CHECKED OUT

Ref: (a) NAVSTANORVAINST 1070.1

1. Per reference (a), request to have the following service records ready for pick up on (date). These records will be returned within four working days. These records are to be checked out by (designated name).

RECORD NAME/RATE (Last, First, Middle), SSN

2. My point of contact is _____ phone number
_____.

SIGNATURE

Enclosure (2)

NAVSTANORVAINST 1070.1
N1

NAVAL STATION NORFOLK

RECORDS PAST DUE REPORT

<u>DEPT</u>	<u>CHECK OUT TO</u>	<u>DATE OUT</u>	<u>DATE DUE</u>	<u>DAYS OVER DUE</u>
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